



Accessible documents policy statement

SRUC is committed to valuing diversity among our staff and students and operating in an inclusive manner.

We have a responsibility under the Equality Act 2010 to provide documents, leaflets etc. available in an alternative format, such as large print, on coloured paper if a request is made by a disabled member of staff, student or other user.

In the main our policies and documents will be produced in English however, upon request, they can be provided in other community languages including British Sign Language.

The original document will state who should be contacted with a request for a translated document. Requests for translated documents should be made with the details of the language required.

There will be no cost applied to the person requesting the alternative format as the obligation lies with SRUC to make this available.

The obligation also applies to electronic resources, for example providing a PDF document in different font.

As a request can be made in relation to any document/resource considering accessibility when creating the original document will be timesaving and potentially reduce costs should a request be received.

The statement outlining the availability of alternative formats will be included in all documents including those available publicly, such as the prospectus and those internally distributed including policies, minutes of meetings and so on.

This and other documents can be made available in other formats such as large print and/or community languages on request. If you would like a translated copy please contact Fiona Thomson (fiona.thomson@sruc.ac.uk) with the details of the format/language required.

December 2021